

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 1700.21
Pers-651
21 MAY 1993

BUPERS INSTRUCTION 1700.21

From: Bureau of Naval Personnel

Subj: UNITED SERVICE ORGANIZATIONS, INC.

Encl: (1) DoD Directive 1330.12 of 9 Nov 87

1. Purpose. To publish policies of the Departments of Defense and Navy relative to the subject organization and to designate United Service Organizations (USO) liaison officers.

2. Cancellation. NAVMILPERSCOMINST 1700.1B

3. Administrative Liaison. The Director, Morale, Welfare and Recreation Division (Pers-65), is designated as the liaison officer for department level matters concerning the subject organization. Liaison officers at the installation level should be designated where military and their family members at that installation are serviced by USO programs. These installation-level officers would serve as the resource contact for the local USO council and would assist in the coordination and communication of local USO services.

4. Location. Since the primary responsibility of the USO is to serve members of the U.S. Armed Forces and their family members outside military reservations when off duty or on leave, it is appropriate that USO operations and facilities be located in the surrounding community. Any deviation from this policy requires approval from CHNAVPERS (Pers-65) via the chain of command. Justification should include assurance of non-duplication of existing base services, logistical support requirements, and rationale for on-base operations.

5. Action. Addressees are requested to ensure that the policies, provisions and agreements delineated in this instruction and enclosure (1) are carried out in all relationships with the subject organization.

Distribution: (See next page)

BUPERSINST 1700.21

21 MAY 1993

Distribution:

SNDL 21A (Fleet Commanders in Chief)

22A (Fleet Commanders)

23 (Force Commanders)

SNDL Part 2 (Naval Shore Activities less A6, C4P, FKP6B and V)

Stocked:

Naval Publications and Forms Directorate

Physical Distribution Division, Code 103

5801 Tabor Avenue

Philadelphia, PA 19120-5099

Department of Defense
DIRECTIVE

November 9, 1987
NUMBER 1330.12

ASD(FM&P)

Subj: United Service Organizations, Inc.

Ref: (a) DoD Directive 1330.12, subject as above, August 27, 1982 (hereby canceled)
(b) DoD Instruction 1330.13, "Armed Forces Professional Entertainment Program Overseas," September 8, 1985
(c) DoD Directive 5100.3, "Support of the Headquarters of Unified, Specified, and Subordinate Joint Commands," March 17, 1980
(d) through (j), see enclosure 1

A. REISSUANCE AND PURPOSE

This Directive reissues reference (a) to:

1. Update DoD procedures as they pertain to the United Service Organizations, Inc. (USO).
2. Assign specific DoD responsibilities regarding the USO mission.
3. Provide a revised Memorandum of Understanding (MOU) between the DoD and the USO. (See enclosure 2.)

B. APPLICABILITY

This Directive and the MOU apply to the Office of the Secretary of Defense (OSD), the Military Departments, and the Unified and Specified Commands (hereafter referred to collectively as "DoD Components"). The term "Military Services," as used herein, refers to the Army, Navy, Air Force, Marine Corps, and the Coast Guard (under agreement with the Department of Transportation).

C. DEFINITION

The United Service Organizations, Inc. A voluntary civilian organization through which the people of the United States may serve the religious, spiritual, social, welfare, educational, and entertainment needs of the men and women in the U.S. Armed Forces. The USO is a non-Governmental, but congressionally chartered, organization. The USO mission is to enhance the quality of life of the personnel within U.S. Armed Forces military communities and to create a partnership between U.S. military and civilian communities worldwide.

D. POLICY

1. It is DoD policy, to the extent compatible with its primary functions and the guidance contained in the MOU, to make its resources (other than direct expenditure or distribution of funds) available to the USO to enable it to carry out its cultural and social mission.

2. The MOU addresses the establishment, review, and disestablishment of USO facilities, USO shows, and logistic support overseas, and prescribes the responsibilities and administrative procedures to be followed by DoD Components and the USO.

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel (ASD(FM&P))) shall provide overall policy guidance regarding the DoD relationship with the USO and shall act as the DoD liaison officer with the USO.

2. The Heads of DoD Components shall implement this Directive.

F. PROCEDURES

1. The USO shall be the sole representative of its member activities for communications with the OSD and the Military Departments. To aid communication, each of the Military Services at the headquarters level and each major command shall designate a liaison officer. The names of these liaison officers and any subsequent changes shall be provided to ASD(FM&P), and to the President, the United Service Organizations, Inc., World Headquarters, 601 Indiana Avenue, N.W., Washington, DC 20004.

2. Direct communication concerning the entertainment of U.S. Armed Forces personnel overseas is authorized between the USO and the office designated by the Secretary of the Army to be responsible for entertainment of Armed Forces personnel overseas. DoD Instruction 1330.13 (reference (b)) defines responsibilities regarding the overseas entertainment program.

3. The issuance of invitational travel orders and other travel matters affecting USO personnel is the responsibility of the Military Departments designated for administrative and logistic support of Unified and Specified Command Headquarters (DoD Directive 5100.3, reference (c)).

4. Policy and procedures concerning the investigation and determination of security acceptability of USO personnel for assignment to duty with the U.S. Armed Forces overseas are contained in DoD Instruction 5210.25 (reference (d)) and shall be adhered to.

5. Matters relating to USO activities receiving DoD support that are conducted in the public domain and impact on the civilian sector shall be coordinated with the Assistant Secretary of Defense (Public Affairs) (ASD(PA)) to ensure that support of such activities is consistent with DoD public affairs practices and community relations policies, as set forth in

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DoD Directive 5410.18 (reference (e)) and DoD Instruction 5410.19 (reference (f)).

G. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to ASD(FM&P) within 120 days.

William H. Taft, IV
Deputy Secretary of Defense

Enclosures - 2

1. References
2. Memorandum of Understanding

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REFERENCES, continued

- (d) DoD Instruction 5210.25, "Assignment of American National Red Cross and United Service Organizations, Inc., Employees to Duty with the Military Services," May 12, 1983
- (e) DoD Directive 5410.18, "Community Relations," July 3, 1974
- (f) DoD Instruction 5410.19, "Armed Forces Community Relations," July 19, 1979
- (g) DoD Directive 4000.6, "Policy on Logistic Support of United States Non-governmental, Nonmilitary Agencies and Individuals in Overseas Military Commands," January 23, 1976
- (h) DoD 1330.17-R, "Armed Services Commissary Regulations (ASCR)," April 1987, authorized by DoD Directive 1330.17, March 13, 1987
- (i) DoD Directive 4525.6, "Single Manager For Military Postal Service," May 5, 1980
- (j) DoD Directive 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas," July 8, 1982, as amended

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MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF DEFENSE
AND
THE UNITED SERVICE ORGANIZATIONS, INC.

The United Service Organizations, Inc. (USO) is a congressionally chartered organization incorporated in the District of Columbia with the approval of the President of the United States and the Secretary of Defense. The USO is a voluntary civilian agency through which the people of this nation may help serve the religious, spiritual, social, welfare, educational, and entertainment needs of the men and women of the Armed Forces in peace or war within or outside the territorial limits of the United States, and to contribute to the morale of these men and women. The USO is responsible for soliciting funds for the accomplishment of its mission, accepting the cooperation of other civilian agencies experienced in specialized types of related work to meet particular needs of the members of the Armed Forces, and accepting the cooperation of individual citizens in accomplishing its purposes. The Department of Defense shall not be responsible for funding and shall not be an active participant in USO fund raising activities.

Although the USO is a voluntary and independent organization, in the performance of its functions it accepts an assignment of responsibility from, and in the discharge of its obligations reports to, the President of the United States and the Secretary of Defense.

It is recognized that there is a need for civilian service to the men and women in the U.S. Armed Forces and a civilian responsibility for developing a continuing public interest in their welfare.

The Secretary of Defense accepts the services of the USO and it is understood and agreed that USO activities shall be carried forward under the following terms:

1. The Department of Defense recognizes the USO World Headquarters as the official contact for USO-chartered councils, cooperating agencies, and all USO activities.
2. The USO is responsible for the correlation and coordination of the work of its affiliates in any program for military personnel financed by the USO.
3. The USO is a principal but not exclusive channel through which the public participates in a program for the U.S. Armed Forces and, therefore, it plays an active role in coordinating local civilian community resources for the U.S. Armed Forces, and in fostering a general civilian interest in the welfare of U.S. Armed Forces personnel and their families.
4. In carrying out its work, the USO may delegate specific responsibilities and specific operational tasks to USO councils. The USO, however, must be responsible for the quality of the work performed and the competency of the personnel involved.

5. The Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) is designated as the DoD liaison officer with the USO. All policy matters shall be referred to the DoD liaison officer.

6. In general, the USO may serve the U.S. Armed Forces through the establishment of USO centers, service facilities, and other activities as follows:

a. DoD approval shall be required before establishing or disestablishing any facilities, except as provided in paragraph 6.b., below.

b. In each of the 50 states, the Territory of Guam, the Commonwealth of Puerto Rico, and the Virgin Islands, the USO may operate the centers that it determines necessary. The centers currently in operation are listed in attachment 1. The USO shall consult with DoD when considering establishing, or closing these centers. However, the USO shall make the final decision.

c. Activities listed in attachment 2 are categorized as overseas and recognized as approved by DoD.

d. In leave and liberty centers for military personnel, the USO may operate centers and facilities as are mutually agreed upon by DoD and the USO.

e. The USO at DoD's request may establish USO operations when the need exists and is not otherwise being met.

f. Unified and Specified Commanders may negotiate directly with USO for the establishment of temporary service centers. These Commanders shall advise the Secretary of Defense through the ASD (FM&P) of the establishment of any service provided in excess of 90 days.

7. DoD requests for establishment or disestablishment of facilities other than for temporary service described in paragraph 6.f., above, shall be submitted through Unified or Specified Commanders and the Military Department concerned with full justification for the action requested. Requests for new facilities initiated by the President, USO, may be submitted directly to the ASD(FM&P). When the request to DoD is initiated by the USO, it shall be accompanied by full justification and shall delineate expected logistic support. Local area commanders, in initiating or commenting upon requests for new facilities, shall state what logistic support may be expected or afforded under appropriate directives and local capabilities. The USO shall maintain a qualified staff and shall ensure the capability for expansion, as required, in the event of war or national emergency.

8. Military commanders, as designated by the Secretaries of the Military Departments, shall maintain a continuing review of facilities, programs, and services operated by the USO and its affiliates. This review shall include adequacy of programs and facilities. DoD and USO officials shall maintain a close liaison to ensure that DoD and USO morale, welfare, and recreation programs do not unnecessarily compete or duplicate services, particularly revenue producing activities. The DoD will advise USO 90 days in advance of

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initiation of any services that will impact on pre-existing USO facilities in a specific area.

9. The USO may designate appropriate USO managers and/or personnel to maintain liaison with the operating personnel at area command levels.

10. The USO is recognized as the principal civilian agency for the procurement of celebrity entertainment for the U.S. Armed Forces at military installations overseas. DoD Instruction 1330.13 (reference (b)) sets forth DoD policy regarding the entertainment program.

a. The USO shall maintain a qualified staff capable of procuring and coordinating celebrity entertainment, and shall ensure rapid expansion, as required, in event of war or national emergency.

b. DoD, in cooperation with overseas commanders, may procure additional entertainment from other appropriate sources.

c. Implementation of the USO show program shall be in accordance with policies and procedures mutually agreed upon by the DoD and the USO.

d. The USO may solicit commercial sponsorship of an entertainment show to be provided to DoD contingent upon the prior approval of each show by the Assistant Secretary of Defense (Public Affairs) (ASD(PA)) in coordination with ASD(FM&P). DoD shall use the following six basic criteria in reviewing each request:

(1) Propriety of the sponsor(s). Acceptance of a tour creates a real, if temporary, association between the sponsor and the DoD. As a Government Agency, DoD's interests are best served by association with civically and socially responsible corporations.

(2) Disclaimer of DoD endorsement. To minimize any apparent DoD endorsement that DoD's acceptance of a tour with a corporate sponsor may imply, the sponsor must disclaim DoD endorsement of its products and services in all media advertising the tour.

(3) Preclusion of overt product and service promotion. A corporate sponsor is free to name its products and services in its tour programs and similar publications, but must agree in advance that media announcements of the tour are not means for individual, overt, product and service promotions.

(4) Availability to the DoD public. The tour program(s) and related activities must be equally available to all applicable DoD personnel, military and civilian. Corporate door prizes (e.g., a free round-trip airline ticket back to the United States) should be offered only at sites where they can reasonably be redeemed. Corporate products and services provided on site, as part of a tour, should be provided only in the name of the sponsor, if possible, to minimize both any appearance of selective endorsement and any potential risk of violating DoD standards of conduct

rules that prohibit Service personnel from accepting a gratuity from an individual DoD supplier or contractor.

(5) Acceptability to the host-command(s). The proposed tour schedule must be acceptable to the host-command(s) at each site, barring unforeseen operational requirements, to avoid inadvertent embarrassment to DoD, the sponsor(s), or the entertainers.

(6) DoD policy prohibits the participation of manufacturers or distributors of tobacco or alcoholic products when their publicized cooperation with DoD either directly or indirectly identifies a tobacco or alcoholic product and is aimed primarily at the military community. This policy is based upon DoD's active promotion of healthful behavior to military members and the importance of health and physical fitness to the performance of DoD's readiness mission.

11. The USO is authorized to compete and bid for DoD service contracts in accordance with applicable Federal Acquisition Regulations (FAR).

12. The USO will cooperate closely with the military commanders in carrying out activities supplementing and otherwise assisting the Armed Forces in programs relating to religious, spiritual, social, welfare, educational, and entertainment needs of military personnel. The primary responsibility of the USO is to serve members of the U.S. Armed Forces and their dependents outside military installations; however, there are extenuating circumstances where on-station USO operations may be justified with the written approval of the local commander. The USO and its facilities are open to all military personnel and their dependents regardless of race, color, religion, sex, national origin, age, marital status, physical handicap, political affiliation, or any other non-merit factor. If within the capability of the local commander and without detriment to the commander's ability to fulfill the military mission, unless prevented by applicable Status of Forces Agreements or other country-to-country agreements in overseas areas, it is DoD policy to make available, upon request by USO executives and professional staff (who are U.S. citizens) in accordance with DoD Directive 4000.6 (reference (g)), certain supplies and services. These supplies and services include the following:

a. Military transportation to, from, and within overseas areas for executive and professional staff when travel provides direct service to the U.S. Armed Forces and is at the invitation of the overseas commander. The USO shall request appropriate theatre and/or area clearances of the appropriate commands prior to any travel.

b. Commissary and exchange privileges authorized under DoD 1330.17-R (reference (h)) as follows:

(1) When it is within the capability of the major overseas commander or commandant, and without detriment to the ability to fulfill the military mission, commissary privileges may be extended to USO centers and agencies to purchase subsistence supplies for use or resale in the center snack bars that support active duty military members and their families.

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(2) In overseas areas, privileges may be extended to USO executive and professional staff who are U.S. citizens on invitational travel orders and assigned duties (permanent and/or temporary) overseas when it is within the capability of the overseas commanders, and when it is without detriment to their ability to fulfill the military mission.

c. In overseas areas:

(1) Armed Forces postal services as provided for in DoD Directive 4525.6 (reference (i)).

(2) Hospitalization, medical care, and dental care for USO professional personnel and their accompanying dependents. Such care will be fully reimbursable and based on space availability. Subsistence charges shall be collected locally.

(3) Use of recreational facilities.

(4) Enrollment of minor dependents in the Department of Defense Dependent Schools on a space-available, tuition-paying basis in accordance with DoD Directive 1342.13 (reference (j)).

(5) Use of military banking facilities (MBFs) operated under DoD contracts.

(6) Quarters. When it is within the capability of the overseas military command and not prohibited by appropriate Status of Forces Agreements, USO executive and professional staff may occupy DoD quarters (permanent or temporary) on a reimbursable basis. The rates charged will be equal to the housing allowance or rate charged to equivalent grade civil service employees.

d. On-station utilities and common support services. It is recognized that there may be extenuating circumstances where on-station USO operations may be justified. When an on-station USO center is requested by the DoD station commander, utilities and common support service (communications, legal services, fire protection, etc.) will be provided as exceptions to basic policy without reimbursement.

e. Purchase of supplies and equipment on a reimbursable basis through DoD supply channels for use in USO facilities (not for personal use of USO employees). Transportation to overseas locations shall be provided through DoD channels on a nonreimbursable basis.

13. No logistic support shall be provided for those USO facilities that are not recognized by DoD.

14. Nothing in this MOU shall affect relationships between DoD and any other agencies that DoD may invite to provide supplemental services in specific areas.

15. The USO and DoD shall review this MOU and make changes to it as may be mutually agreed upon.

16. This MOU supersedes the MOU between DoD and the USO issued August 27, 1982.

17. This MOU may be terminated by either the USO or DoD upon notification to the other party in writing.

Date November 9, 1987

Secretary of Defense

Date November 9, 1987

President,
United Service Organizations, Inc.

Attachments - 2

1. USO CONUS Activities
2. USO Outside CONUS (Not Overseas) and USO OVERSEAS Activities

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USO CONUS ACTIVITIES

CALIFORNIA

Los Angeles
 Hollywood
 Greyhound Terminal
 Airport
Oxnard
San Diego
San Francisco
 City
 Airport
 Oakland Airport
Travis AFB

COLORADO

Colorado Springs
 City
 Outreach
 Airport

DISTRICT OF COLUMBIA

Washington
 City
 National Airport (2)
 Andrews AFB
 Ft. Myer (2)
 Bellevue Housing
 Southern Manor
 (Ft. Belvoir)

FLORIDA

Homestead
Jacksonville
 Naval Air Station
 Jacksonville Beach
Orlando
 Naval Base (2)
 Airport
Miami
Pensacola
St. Augustine

GEORGIA

Atlanta
 Airport
 Military Enlistment Processing Station
Kings Bay
Warner Robins

ILLINOIS

Chicago
 City
 Airport
 Great Lakes

INDIANA

Indianapolis Airport

KENTUCKY

Elizabethtown Airport
Louisville
 Greyhound Terminal
 Airport

MASSACHUSETTS

Boston - Coast Guard Station
 Airport

MISSOURI

St. Louis
 Airport

NEW YORK

New York
 City
 Airport (JFK) (2)
Watertown

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NORTH CAROLINA

Jacksonville

OHIO

Cleveland

Airport

Military Enlistment Processing Station

Columbus

Airport

Military Enlistment Processing Station

PENNSYLVANIA

Philadelphia

Naval Station

Airport

SOUTH CAROLINA

Charleston Airport

TEXAS

Corpus Christi Naval Air Station

Houston

Airport

San Antonio

TENNESSEE

Memphis

VIRGINIA

Hampton

Fort Eustis

WASHINGTON

Seattle

Airport

McCord AFB

WISCONSIN

Milwaukee

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USO OUTSIDE CONUS, (NOT OVERSEAS)

Hawaii
Honolulu
 Airport
 Hickam AB
 Waikiki

USO OVERSEAS ACTIVITIES

EUROPEAN

France

Paris

Iceland

Keflavik

Italy

Germany

Baumholder
Frankfurt
Frankfurt - Airport
Hanau
Fulda
Kaiserslautern
Mainz
Lindsey Air Station
Mannheim
Rhein Main AB
Ramstein AB
Stuttgart
Wiesbaden

Naples
Rome

CARIBBEAN

Puerto Rico

Roosevelt Roads
San Juan

Virgin Islands

St. Croix
St. Thomas

PACIFIC

Guam

Anderson AFB

Piti

Okinawa

Foster

Schwab

Hansen

Kadena

Kadena MAC

Terminal

Kinser

Japan

Yokota AB

Korea

Camp Casey

Chinhae

Kimpo - Airport

Kwanju

Osan

Pusan

Seoul

Philippines

Clark AFB

Manila

Subic Bay

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Temporary service in the following ports during fleet operations:

EUROPEAN, AFRICAN, AND ASIAN

Egypt

Alexandria

Greece

Athens

Morocco

Tangiers

France

Cannes
Cavalaire
Cherbourg
Dunkerque
Golfe Juan
Le Havre
Hyeres
Marseilles
Menton
Nice
St Cyr.
St Maxime
St. Raphael
St. Tropez
Sete
Toulon
Theoule
Villefranche

Israel

Haifa
Ashdod

Spain

Alicante

Barcelona
Benidorm
Cartagena
Malaga

Italy

Bari

Brindisi

Catania
Genoa
La Spezia
Livorno
Messina
Naples
Palermo
Rapallo
Savona
Siracusa
Taranto
Taormina
Trieste
Venice

Palma de Mallorca
Rota

Torremolinos
Valencia

Tunisia

Tunis

Turkey

Istanbul

Germany

Wilhelmshaven
Kiel

Monaco

Monte Carlo

PACIFIC

Korea

Inchon
Pohang

Okinawa, Japan

Kinred
White Beach

Philippines

Cebu